



**REPORT OF THE AUDITOR OF PUBLIC ACCOUNTS  
AUDIT EXAMINATION OF THE  
UNION COUNTY  
SHERIFF'S SETTLEMENT – 1998 TAXES**

**May 25, 1999**

**EDWARD B. HATCHETT, JR.  
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Edward B. Hatchett, Jr.  
Auditor of Public Accounts

To the People of Kentucky

Honorable Paul E. Patton, Governor

John P. McCarty, Secretary

Finance and Administration Cabinet

Mike Haydon, Secretary, Revenue Cabinet

Honorable Larry Joe Jenkins, Union County Judge/Executive

Honorable James Ron Girtten, Union County Sheriff

Members of the Union County Fiscal Court

The enclosed report prepared by Donna Bouvier, Certified Public Accountant, presents the Union County Sheriff's Settlement – 1998 Taxes.

We engaged Donna Bouvier, CPA, to perform the financial audit of this statement. We worked closely with the firm during our report review process; the resulting audit comports with our reporting format. As part of the audit, Donna Bouvier, CPA, evaluated the Union County Sheriff's internal controls and compliance with applicable laws and regulations.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ed Hatchett", with a long horizontal flourish extending to the right.

Edward B. Hatchett, Jr.  
Auditor of Public Accounts

Enclosure

AUDIT REPORT OF  
UNION COUNTY  
SHERIFF'S SETTLEMENT-1998 TAXES

May 25, 1999

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To the People of Kentucky  
Honorable Paul Patton, Governor  
John P. McCarty, Secretary  
Finance and Administration Cabinet  
Mike Haydon, Secretary, Revenue Cabinet  
Honorable Larry Joe Jenkins, County Judge/Executive  
Honorable James R. Girtten, Sheriff  
Members of the Union County Fiscal Court

Independent Auditor's Report

I have audited the Union County Sheriff's Settlement-1998 Taxes as of May 25, 1999. This tax settlement is the responsibility of the Union County Sheriff. My responsibility is to express an opinion on this financial statement based on my audit.

I conducted my audit in accordance with generally accepted government auditing standards, Government Auditing Standards issued by the Comptroller General of the United States, and the Audit Guide for Sheriff's Tax Settlements issued by the Auditor of Public Accounts, Commonwealth of Kentucky. These standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

The Sheriff prepares his financial statement on a prescribed basis of accounting that demonstrates compliance with the cash basis and laws of Kentucky, which is a comprehensive basis of accounting other than generally accepted accounting principles. This cash basis system does not require the maintenance of a general fixed asset group or general long-term debt group of accounts. Accordingly, the accompanying financial statement is not intended to present financial position and results of operations in conformity with generally accepted accounting principles.

In my opinion, the accompanying financial statement referred to above presents fairly, in all material respects, the Union County Sheriff's taxes charged, credited, and paid as of May 25, 1999, in conformity with the basis of accounting described in the preceding paragraph.

To the People of Kentucky  
Honorable Paul Patton, Governor  
John P. McCarty, Secretary  
Finance and Administration Cabinet  
Mike Haydon, Secretary Revenue Cabinet  
Honorable Larry Joe Jenkins, County Judge/Executive  
Honorable James R. Girtten, Sheriff  
Members of the Union County Fiscal Court  
(Continued)

In accordance with Government Auditing Standards, I have also issued a report dated December 6, 1999, on my consideration of the Union County Sheriff's compliance with certain laws and regulations and internal control over financial reporting.

Donna Bouvier  
Certified Public Accountant

December 6, 1999

UNION COUNTY  
JAMES R. GIRTEN, SHERIFF  
SHERIFF'S SETTLEMENT - 1998 TAXES

May 25, 1999

	County	Special	School	State
	Taxes	Taxing	Taxes	Taxes
		Districts		
<u>Charges</u>				
Real Estate	\$ 331,796	\$ 239,276	\$ 1,266,567	\$ 488,319
Tangible Personal Property	118,974	95,408	454,158	360,945
Intangible Personal Property	-	-	-	43,070
Watershed	-	49,749	-	-
Fire Protection	236	-	-	-
Franchise Corporation	47,985	37,987	183,749	-
Bank Franchise	44,033	-	-	-
Additonal Taxes	13	10	51	20
Oil and Gas Property	12,005	8,658	45,828	17,662
Increased Through Erroneous				
Assessments	166	133	634	80
Penalties	2,864	2,311	10,903	4,599
Adjusted To Sheriff's Receipt	(142)	(102)	(540)	(27)
Gross Chargeable to Sheriff	\$ 557,930	\$ 433,430	\$ 1,961,350	\$ 914,668
<u>Credits</u>				
Discounts	\$ 8,002	\$ 6,529	\$ 27,170	\$ 14,742
Exonerations	580	133	2,214	989
Delinquents:				
Real Estate	5,934	4,279	22,649	8,729
Tangible Personal Property	33	26	123	140
Intangible Personal Property	-	-	-	403
Total Credits	\$ 14,549	\$ 10,967	\$ 52,156	\$ 25,003

\* and \*\* See Page 4

UNION COUNTY  
JAMES R. GIRTEN, SHERIFF  
SHERIFF'S SETTLEMENT - 1998 TAXES  
May 25, 1999  
(Continued)

Net Tax Yield	\$ 543,381	\$ 422,463	\$ 1,909,194	\$ 889,665
Less: Commissions*	23,381	17,955	76,368	38,098
Net Taxes Due	\$ 520,000	\$ 404,508	\$ 1,832,826	\$ 851,567
Taxes Paid	519,334	404,045	1,830,328	850,586
Refunds (Current and Prior Year)	672	474	2,559	993
Refunds Due Sheriff as of				
Completion of Fieldwork	\$ (6)	\$ (11)	\$ (61)	\$ (12)
		**		

\* Commissions  
10% on \$ 10,000  
4.25% on \$1,845,509  
4% on \$1,909,194

\*\* Special Taxing Districts:

Library District \$ (2)  
Health District (5)  
Extension District (4)

Refunds Due Sheriff as of  
Completion of Fieldwork \$(11)  
===

The accompanying notes are an integral part of the financial statement.



## NOTES TO FINANCIAL STATEMENT

UNION COUNTY  
NOTES TO FINANCIAL STATEMENT

May 25, 1999

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Fund Accounting

The Sheriff's office tax collection duties are limited to acting as an agent for assessed property owners and taxing districts. A fund is used to account for the collection and distribution of taxes. A fund is a separate accounting entity with a self-balancing set of accounts. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

B. Basis of Accounting

The financial statement has been prepared on a cash basis of accounting. Basis of accounting refers to when charges, credits, and taxes paid are reported in the settlement statement. It relates to the timing of measurements regardless of the measurement focus.

Charges are a source of revenue which are recognized in the tax period in which they become available and measurable. Credits are reductions of revenue which are recognized when there is proper authorization. Taxes paid are uses of revenue which are recognized when distributions are made to the taxing districts and others.

C. Cash and Investments

At the direction of the fiscal court, Kentucky Revised Statute 66.480 authorizes the Sheriff's office to invest in the following, including but not limited to, obligations of the United States and of its agencies and instrumentalities, obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States, obligations of any corporation of the United States government, bonds or certificates of indebtedness of this state, and certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation (FDIC) or which are collateralized, to the extent uninsured, by any obligation permitted by KRS 41.240(4).

UNION COUNTY  
NOTES TO FINANCIAL STATEMENT  
SHERIFF'S SETTLEMENT - 1998 TAXES  
May 25, 1999  
(Continued)

NOTE 2: DEPOSITS

The Sheriff maintains deposits with depository institutions insured by the Federal Deposit Insurance Corporation (FDIC). According to law, the depository institution should pledge or provide sufficient collateral which, together with FDIC insurance, equals or exceeds the amount on deposit at all times. In order to be valid against the FDIC in the event of failure or insolvency of the depository institution, this pledge or provision of collateral should be evidenced by an agreement that is (a) in writing, (b) approved by the board of directors of the depository institution or its loan committee, which approval must be reflected in the minutes of the board or committee, and (c) an official record of the depository institution. The Sheriff met the requirements stated above and as of May 25, 1999, deposits were fully insured or collateralized at 100% level with collateral held by the county official's agent in the county official's name.

NOTE 3: PROPERTY TAXES

The real and personal property tax assessments were levied as of January 1, 1998. Property taxes were billed to finance governmental services for the year ended June 30, 1999. Liens are effective when the tax bills become delinquent. The collection period for these assessments was October 1, 1998, through April 30, 1999.

NOTE 4: INTEREST INCOME

The Union County Sheriff earned \$1,969 as interest income on 1998 taxes. The Sheriff distributed the appropriate amount to the school district as required by statute, and the remainder will be used to operate the Sheriff's office.

REPORT ON COMPLIANCE  
AND ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING BASED ON AN AUDIT OF THE FINANCIAL STATEMENT  
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Honorable Larry Joe Jenkins, County Judge/Executive  
Honorable James R. Girtten, Union County Sheriff  
Members of the Union County Fiscal Court

Report On Compliance And On Internal Control  
Over Financial Reporting Based On An Audit Of The Financial  
Statement Performed In Accordance With Government Auditing Standards

I have audited the Union County Sheriff's Settlement-1998 Taxes as of May 25, 1999, and have issued my report thereon dated December 6, 1999. I conducted my audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Union County Sheriff's Settlement - 1998 Taxes as of May 25, 1999, is free of material misstatement, I performed tests of its compliance with certain provisions of laws and regulations, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

Internal Control Over Financial Reporting

In planning and performing my audit, I considered the Union County Sheriff's internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the financial statement and not to provide assurance on the internal control over financial reporting. My consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statement being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. I noted no matters involving the internal control over financial reporting and its operation that I consider to be material weaknesses.

Honorable Larry Joe Jenkins, County Judge/Executive  
Honorable James R. Girtten, Union County Sheriff  
Members of the Union County Fiscal Court  
Report On Compliance And On Internal Control Over  
Financial Reporting Based On An Audit Of The Financial  
Statement Performed In Accordance With Government Auditing Standards  
(Continued)

This report is intended for the information of management. However, this report, upon release by the Auditor of Public Accounts, is a matter of public record and its distribution is not limited.

Respectfully submitted,

Donna Bouvier  
Certified Public Accountant

December 6, 1999